



श्यामा प्रसाद मूकार्जी पत्तन, कोलकाता

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SYAMA PRASAD MOOKERJEE PORT, KOLKATA  
MEDICAL DEPARTMENT  
CENTENARY HOSPITAL  
1, DIAMOND HARBOUR ROAD  
KOLKATA-700053  
[ISO 9001: 2008 Certified]



**Engagement of 3 (Three) Laboratory Assistant on Contract Basis & 1 (One) Radiographer on Contract Basis & 1 (One) Male ECG Technician**

Kolkata Port Trust intends to engage **3 (Three) Laboratory Assistant on contractual basis & 1 (One) Radiographer on contractual basis & 1 (One) Male ECG Technician on contractual basis** for its own Centenary Hospital (ISO 9001 : 2008 Certified) at Kolkata Port Trust Guest House, 93, Chowringee Road, Jawaharlal Nehru Rd, Bhowanipore, Kolkata, West Bengal 700020 and prepare a panel for future contractual engagement from the empanelled list.

The applicants are invited to appear for an walk-in-interview along with two passport size recent photographs, cv, all testimonials (originals & self attested photocopies) and Registration Certificate on following schedule. Eligibility criteria and terms and conditions of the engagement are set out.

**Interview Schedule**

Date	Time	schedule
25.8.20 [Tuesday]	10.00 hrs. – 13.00 hrs.	Lab. Asstt.
	13.00 hrs. – 14.00 hrs.	Lunch
	14.00 hrs. – 17.00 hrs.	ECG Tech. Radiographer
26.8.20 [Wednesday]	10.00 hrs. – 13.00 hrs.	Lab. Asstt.
	13.00 hrs. – 14.00 hrs.	Lunch
	14.00 hrs. – 17.00 hrs.	ECG Tech. Radiographer

**Eligibility:** Age – Upto 45 years as on 01.08.2020 for General Candidate & 50 years as on 01.08.2020 for Ex- Serviceman.

**For Laboratory Assistant on contract basis :**

Candidates must passes at least 2 years DMLT (Tech) with completed internship from West Bengal State Medical Faculty or from any recognised University/Faculty/Council and at least one year post qualification experience in a reputed Laboratory/Hospital. Ex-Servicemen candidates are also eligible to apply.

**For Radiographer on contract basis :**

Candidates must passes at least HS & 2 years Diploma in Radiography (DRD) with completed internship from West Bengal State Medical Faculty or from any recognised University/Faculty/Council and at least one year post qualification experience in a reputed Diagnostic Centre/Hospital. Ex-Servicemen candidates are also eligible to apply.

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### **For Male ECG Technician:**

Candidates must pass Madhyamik & 1 year Diploma in ECG Technician Course approved by WB State Medical Council and at least one year post qualification experience in a reputed Diagnostic Centre/Hospital. Ex-Servicemen candidates are also eligible to apply.

### **Remuneration :**

The candidate will be paid a fixed consolidated remuneration of **Rs.17498/- per month for Laboratory Assistant on contractual basis & Radiographer on contractual basis & Male ECG Technician on contractual basis.**

1. Your engagement will be for a period of one year and on expiry of the said period, the contractual engagement will be automatically terminated. However, on expiry of the contract, KoPT reserves the right to enter into a fresh contract for such period and on such terms as may be mutually agreed upon by the parties. Contract will not continue beyond 65 years of age.
2. You may avail of the facility of KoPT accommodation (unfurnished) on payment of license fee/rent as applicable, subject to availability. A security deposit equivalent to one month's salary may need to be deposited.

### **Terms and Conditions for Laboratory Assistant on contract basis :**

The candidate will be responsible for :

- a. Patients Registration in Pathology.
- b. Collection of blood and other samples of OPDs IPDs.
- c. Processing of samples and performing test – Haematology, Biochemistry, Histopathology, Microbiology and Serology, Clinical Pathology etc
- d. Reporting and delivery of reports.
- e. Maintenance of records.
- f. Care of machines, maintenance of stock of reagents, daily expenditure of materials and reagents, report date etc. both manually and in computer.
- g. Maintaining store and looking after machines.
- h. Preparation of reagents and media.
- i. Assisting in the matters concerning ISO, NABL Quality Circle etc.
- j. Such other similar work as may be assigned from time to time.

### **Terms and Conditions for Radiographer on contract basis :**

The candidate will be responsible for:

- a) Operational charge of X-Ray Machine
- b) Maintenance of Stock and Register.
- c) Maintenance of record.
- d) To attend to Portable X-Ray
- e) To attend OT for operating 'c' arm for Pacemaker Implantation.
- f) To attend OT for any Orthopaedic Operation requiring 'c' arm use in the absence/leave of OT Technician.
- g) To develop Conventional X-Ray as and when the need arise.
- h) You may be placed in any shift as per requirement of KoPT.
- i) Such other jobs as may be called upon to do in respect of his nature of duties.

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**Terms and Conditions for Male ECG Technician on contract basis :**

- a. Daily checking of the ECG Machine and performing ECG on Male and Female patients in OPD and IPD.
  - b. Preparing ECG Card and get it reported in time by the concerned KoPT Doctor/Visiting Consultant and delivery of report.
  - c. Ensuring that all the ECG machines in the hospital are properly maintained and calibrated as per schedule. Indenting the parts and disposable items of the ECG machines as and when required.
  - d. Maintaining close liaison with the concerned officer and taking constant follow up action with the vendors for regular maintenance and calibration of the equipments.
  - e. Service booking and maintenance of records in respect of ECG done, delivery of reports, maintenance, calibration of ECG Machines etc.
  - f. Such other related job as may be assigned by the Sr. Dy. CMO-II.
3. The candidate will normally be at the Centenary Hospital of KoPT. However, you may be required to work at any place within the jurisdiction of KoPT.
  4. The candidate will be required to work in shift duty for 6 days in a week and will be given a staggered weekly day of rest. If situation so warrants, the weekly day of rest may be changed with prior intimation. For work on any weekly off day/Trustees' Holiday in exigency, you will be granted a compensatory day of rest conveniently in lieu thereof and for this, no other compensation, monetary or otherwise, will be allowed..
  5. The candidate will be entitled to 15 days leave in a year which may be availed of with prior approval. For any unauthorized absence in excess of 15 days, pro rata deduction would be made from the consolidated remuneration.
  6. You will also enjoy total no. of 9 holidays, out of 16 authorised KoPT holidays.
  7. Additionally, sick leave to the extent of 10 days in a year (12 months from the date of engagement and proportionate in case of engagement for a lesser period) on the ground of illness may be allowed without any deduction from the remuneration on the basis of certification from the KoPT Medical Officer. Intimation of sickness should be conveyed to the Head of the Department/Reporting Officer forthwith in writing together with certificate of illness from a Registered Medical Practitioner, in addition to verbal intimation over phone.
  8. The candidate will be entitled to Indoor and Outdoor medical facilities as are available in KoPT Centenary Hospital for self only. However, no reimbursement for medicine/medical articles purchased from outside, diagnostic test done outside or treatment received outside, will be allowed.
  9. The candidate will report to Sr. Medical Officer (Pathology) for Laboratory Assistant on contract and Dy. CMO (Spl)/Radiologist for Radiographer on contract or to the officer as nominated by the CMO.
  10. The candidate will be responsible for the charge and care of KoPT's goods and stores and all other properties that may be entrusted on him and will be accountable for the same.
  11. The contractual engagement may be terminated by giving one month's notice from either side, or paying back one month salary at the discretion of the Chief Medical Officer. However, the engagement is also terminable on 24 hours' notice for unsatisfactory performance and/or any act considered to be derogatory/ detrimental to the interest of the Kolkata Port Trust.
  12. Character and antecedent certificate will be required for engagement under KoPT.

13. You will have to undergo a pre-employment medical examination at your own expense prior to joining to the said post.

Candidates are advised to see the **KoPT website (kolkataporttrust.gov.in)** for ascertaining their eligibility, date of interview, result of selection etc.

**Documents to be brought (original & self attested photocopies)**

1. Typed and signed bio data.
2. 2 copies of recent passport size photograph.
3. Certificate of Date of Birth
4. DMLT/DRD/ECG Technician Certificate.
5. Registration Certificate from WB/any other State Council.
6. All Certificates and Mark sheets starting from Madhyamik or Equivalent.
7. AADHAR Card
8. Experience Certificate
9. Any other relevant documents.

(डॉ. मु. केलकार)  
मुख्य चिकित्सा अधिकारी  
Dr. M. Kelkar  
Chief Medical Officer